



# HOME OCCUPATION APPLICATION

PLANNING



Applicants to complete all sections below that apply to proposal. Please print legibly.

(An incomplete application may delay the issuance of a business license.)

Applicant (Business Owner) \_\_\_\_\_ Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

Location of Business (Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner (if different than applicant): \_\_\_\_\_

Property Owner Address (Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Business: \_\_\_\_\_

Briefly describe your business and the types of activities occurring at the residence:

Business Use of Home: \_\_\_\_\_  
Total square footage of residence \_\_\_\_\_ Square footage used for business (including storage) \_\_\_\_\_

Materials/Equipment Used in Business:

How are products distributed or service provided to customers?

How are products delivered to residence? \_\_\_\_\_  
Frequency: \_\_\_\_\_

Will clients/sales people visit the residence? \_\_\_\_\_  
Frequency: \_\_\_\_\_

Will business involve use of hazardous materials? \_\_\_\_\_

Applicant Signature – I declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I understand and will comply with the definition and conditions of a Home Occupation described on the back page of this form.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE REVIEW THE BACK PAGE OF THIS FORM CAREFULLY

## FOR STAFF USE ONLY

Date Received: \_\_\_\_\_ Customer No: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Received By: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_

## HOME OCCUPATION DEFINITION

**Congratulations on the start of your new business! If you decide to operate your business out of your home, the business must comply with the Town's Home Occupation standards along with your Business License.**

### **What is a Home Occupation?**

A Home Occupation is defined as "the limited range of commercial or professional activities conducted in residential districts where such activity is limited to uses that may be conducted within a residential dwelling without changing the appearance of conditions of the residence and neighborhood" and is subject to the following conditions:

1. A home occupation compliance report shall be processed through the Planning Division.
2. A business license application shall be processed through the Finance Department as applicable.
3. The home occupation shall not create any direct, in-person retail sales transactions conducted at the premises.
4. The home occupation shall not generate pedestrian or vehicular traffic or parking demand or vehicular deliveries beyond the normal to the residential district.
5. Not more than 25% of the gross floor area of the dwelling unit, or six hundred square feet of gross floor area on the site including accessory structures, whichever is less, shall be devoted to the home occupation.
6. The home occupation shall not involve employment of help other than the members of the resident family and one assisting non-family employee.
7. No parking or storage of employee's vehicles in the neighborhood shall occur for employees who perform functions of the home occupation away from the premises.
8. No storage or display of materials, goods, supplies, or equipment related to the operation of a home occupation shall be visible from outside the premises.
9. The home occupation shall not involve the use of advertising or business identification signs on the premises except that one nameplate indicating name/occupation only is permitted, not to exceed one-half square foot area.
10. No mechanical, electrical, or other equipment shall be used, nor shall a home occupation be conducted in any manner, which creates a nuisance or is noxious, offensive, or hazardous by reason of vehicular traffic, noise, electrical or magnetic interference, vibration, particulate matter, odor, heat, humidity, glare, refuse, radiation, or other objectionable emissions or effects.
11. In no way shall the appearance of the structure be altered, or the occupation within the residence be conducted in a manner, that would cause the premises to differ from its residential character either by the use of colors, materials, construction, or lighting.
12. The use of the garage for home occupation activities shall not result in the decrease in the amount of required off-street parking required for the premises.
13. The number of home occupations at one address is not limited except the cumulative impact shall not exceed these regulations.